

| | | | |
|---------------------------------------------------------------|--|----------------------------------------------------------------------------------|---------------------|
| MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE | | EFFECTIVE DATE 01/05/09 | NUMBER 02.02.101 |
| SUBJECT ADMINISTRATIVE LEAVE | | SUPERSEDES 02.02.101 (01/01/04) | |
| | | AUTHORITY MCL 791.203; Civil Service Commission Rule 2-11 and Regulation 2.03 | |
| | | ACA STANDARDS 4-ACRS-7B-19; 3-3099; 3-3100; 4-4093; 4-4094 | |
| | | PAGE 1 OF 2 | |

POLICY STATEMENT:

Administrative leave shall be granted only for the specific purposes outlined in this policy or at the discretion of the Director.

POLICY:

- A. Administrative leave is paid time away from the employee's assigned duties for specific approved purposes. Employees on approved administrative leave shall receive compensation equal to the employee's wages plus the cost of any approved expenses incurred. Neither overtime nor compensatory time shall be authorized for any purpose for an employee who is on administrative leave.
- B. The appropriate Executive Policy Team (EPT) member or designee, Correctional Facilities Administration (CFA) Regional Prison Administrator, Field Operations Administration (FOA) Regional Administrator, or Warden shall be responsible for granting administrative leave for the following reasons:
 1. Employee collective bargaining unit activities or employee representation as required by the Civil Service Commission or appropriate collective bargaining agreement.
 2. For approved leave for the remaining regularly scheduled shift hours of an on-the-job injury; this does not include any overtime hours for which the employee may be scheduled to work.
 3. The remaining regularly scheduled shift hours of an employee with a positive skin test or skin test conversion who is displaying symptoms suggestive of tuberculosis, pursuant to PD 02.04.110 "Control of Tuberculosis in Employees"; this does not include any overtime hours for which the employee may be scheduled to work.
 4. Closure or declared inaccessibility of the employee's work station as set forth in PD 02.02.120 "Department Buildings - Closure/Inaccessibility".
 5. Jury duty pursuant to PD 02.01.107 "Jury Duty".
 6. Court appearances pursuant to PD 02.01.103 "Employee Appearances in Court and Administrative Proceedings".
 7. Assessment sessions with the Employee Service Program or those offered by recognized collective bargaining units, pursuant to PD 02.04.107 "Employee Services Program".
 8. Completion of continuing education requirements mandated for relicensure or recertification which are necessary to maintain employment at the employee's current classification level. This does not include education requirements necessary to obtain initial licensure or certification even if necessary to maintain employment.
- C. Administrative leave shall not be used for attendance at new employee training or in-service training that is considered part of an employee's assigned duties. Administrative leave may be granted by the

| | | | |
|-----------------------------------|----------------------------|---------------------|-------------|
| DOCUMENT TYPE POLICY DIRECTIVE | EFFECTIVE DATE 01/05/09 | NUMBER 02.02.101 | PAGE 2 OF 2 |
|-----------------------------------|----------------------------|---------------------|-------------|

Director for an employee's approved attendance at other training that is intended to reinforce or improve the employee's knowledge or understanding of his/her job responsibilities or to benefit the Department, if the employee's absence will not result in an unreasonable curtailment of essential services. A request for administrative leave shall be submitted to the Director through the appropriate chain of command. The request may be denied at any step in the process.

- D. The Director shall have the discretion to grant administrative leave for other purposes as deemed appropriate; however, administrative leave shall be granted when required under Civil Service Commission rules and regulations.
- E. Administrative leave shall not be utilized for taking Civil Service Commission examinations, any employment interviews, or related employment activities unless specifically approved in advance by the Director.
- F. Exclusively represented employees shall be governed by their collective bargaining unit agreement where in conflict with this policy.

PROCEDURES

- G. Operating procedures are not required for this policy directive.

AUDIT ELEMENTS

- H. A Primary Audit Elements List has been developed and is available on the Department's Document Access System to assist with self audit of this policy pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

APPROVED: PLC 12/11/08